

ATTACHMENT U Voter Registration

Upon entry into services and annually thereafter, the LIDDA shall provide consumers 18 years of age or older an opportunity to register to vote. For all consumers who express a desire to register to vote, the LIDDA shall provide to the consumer a voter registration form issued by DADS.

The consumer must be given the opportunity to:

- complete the voter registration form, and mail it to the voter registrar; or
- complete the voter registration form and provide it to the LIDDA to mail to the voter registrar.

If the individual wishes to complete the voter registration form and provide it to the LIDDA staff to mail, the LIDDA must:

- provide assistance, if requested, and privacy in the completion of the registration form;
- review the form for completeness in the presence of the consumer and if the form does not contain all the required information, including the required signature, the LIDDA must return it to the consumer for completion; and
- mail the form within five working days after the form was signed by the consumer.

Declining to Register

If the consumer declines to complete a voter registration form, the LIDDA will request that the consumer complete and sign Form 1019. If the individual refuses to sign Form 1019, the LIDDA must document the refusal on the form. The LIDDA shall maintain the completed declination form for 22 months and in a confidential location that is not a part of the consumer's medical or clinical record.

Additional Guidelines

The LIDDA must provide the same degree of assistance, including bilingual assistance, to help a consumer complete the voter registration form as is provided with the completion of any DADS or LIDDA form.

The LIDDA may not make a determination about a consumer's eligibility for voter registration other than a determination of whether the consumer is of voting age, which is 18 years of age, or is a U.S. citizen. A consumer's age or citizenship may be verified by the LIDDA if the age or citizenship can be readily determined from information filed with the LIDDA, DADS, or HHSC for purposes other than voter registration. A consumer must be offered voter registration assistance if the consumer's age or citizenship cannot be determined.

The LIDDA must not:

- influence a consumer's political party preference;
- display any political party preference or allegiance; or
- make any statement or take any action for the purpose or effect of:

- discouraging the consumer from registering to vote; or
- leading the consumer to believe that a decision of whether to register has any bearing on the availability of or eligibility for services or benefits.

If the consumer has any questions regarding the voter registration process that the LIDDA cannot answer, the LIDDA must:

- advise the consumer to call the Office of the Texas Secretary of State toll-free at 1-800-252-8683; or
- give the consumer the telephone number of the local county voter registrar.

Ordering Voter Registration Forms from DADS

The LIDDA must order voter registration forms from DADS by sending an email to *performancecontracts@dads.state.tx.us* with the following information:

- The subject line of the email is “voter registration forms”
- The number of forms in English and the number of forms in Spanish
- The name of the LIDDA
- The physical address of the LIDDA (no P.O. Box)
- The name of the LIDDA staff requesting the forms